

(Effective January 1, 2014)

Thank you for taking the time to learn how to upload the agency's totals from the Uniform Information Practices Act (**UIPA**) **Record Request Log** onto data.hawaii.gov.

This training is for agency coordinators who have editing or publishing privileges to upload data onto data.hawaii.gov. To obtain an Editor or Publisher ID for data.hawaii.gov, please contact John Pescador at ICSD by calling **586-1940 (ext. 514)** or e-mailing [**John.K.Pescador@hawaii.gov**](mailto:John.K.Pescador@hawaii.gov).

For this training, the Office of Information Practices (OIP) will show you how to upload the agency's UIPA Record Request Log onto the Master Log on data.hawaii.gov. **Full written instructions** on how to upload the Log are available on OIP's website at **hawaii.gov/oip**, on the UIPA Record Request Log page (<http://oip.hawaii.gov/laws-rules-opinions/uipa/uipa-record-request-log/>).

UIPA Record Request Log

- Have you registered your agency's Log with the Records Report System? The RRS gives a Record Sequence Number ("RSN") for each record title reported.
- "Confidential" or confidential/conditional?" Protected information must be redacted before posting onto the Internet through data.hawaii.gov.
- Even if the record is "public" in the RRS, names should generally not be posted on data.hawaii.gov.

This training assumes that you have already registered your dataset – in this case, your agency's UIPA Record Request Log – with the Records Report System (RRS), obtained a Record Sequence Number, and identified the access classification. For training on the RRS, please go to OIP's website at hawaii.gov/oip.

If the access classification is "confidential" or "confidential/conditional," this is your first big clue that protected information must be redacted before posting the dataset onto the Internet through data.hawaii.gov.

Note that even if the record is classified as "public" in the RRS, **names should generally NOT be posted onto data.hawaii.gov**, as it is now technologically possible for data from different sources to eventually be combined and "mashed up" to create individual profiles and possibly violate personal privacy interests. Even if personally identifiable information may be subject to disclosure in the event of a UIPA record request, the agencies need not voluntarily post such data onto data.hawaii.gov and they may limit the data that they choose to upload as a precaution against abuse of personal information. Only where the names are an integral part of the public record, as in the case of political candidates' campaign contribution and spending reports, should the names be uploaded onto data.hawaii.gov.

Before you upload your agency's totals to data.hawaii.gov:

- Be ready to input the total number of routine requests received by your agency for the relevant time period.
- The Log itself does not track routine requests, so your agency should have its own way of tracking the number of such requests that it receives.

Also, before you upload your agency's totals to data.hawaii.gov, please be ready to input the total number of routine requests received by your agency for the relevant time period.

The Log itself does not track routine requests, so your agency should have its own way of tracking the number of such requests that it receives.

**Before uploading data to
data.hawaii.gov,
follow steps 1 and 2:**

- **Step 1: Redact Confidential or Unnecessary Information and Save the Redacted Data Set Under a New Temporary Name.**
- **Before uploading any data sets, be sure to redact any confidential or unnecessary information.**
After deleting confidential and unnecessary information, give the redacted data set a new name and temporarily save it.

**Finally, BEFORE UPLOADING data to
data.hawaii.gov, follow steps 1 and 2:**

**Step 1: Redact Confidential or Unnecessary
Information and Save the Redacted Data Set Under a
New Temporary Name**

**Before uploading any data sets, be sure to redact any
confidential or unnecessary information.** After
deleting confidential and unnecessary information, give
the redacted data set a new name and temporarily save it.

Department	Agency	DELETE #	DELETE NAME	DELETE ID	Personal Records Request?	Date Agency Received Request	Date Agency's Notice Was Sent	Agency's Initial Response Sent Within 10 Work Days	Request Needed Initial Clarification	Complex Request?	Agency Gave Incremental Responses?	Date Completed	# of Workdays to Complete

In the case of the Log, on OIP’s training website, you will find a **form entitled “Blank UIPA Log to Upload Agency Totals to DHG,”** which you should save to your **computer.** Here are the specific instructions to create a redacted copy of the Log for uploading to data.hawaii.gov.

- a. **Open up the “Blank UIPA Log to Upload Agency Totals to DHG”** form on your computer and minimize it.

UIPA Record Request Log FORM (23Dec13) SCREENSHOTS - Microsoft Excel

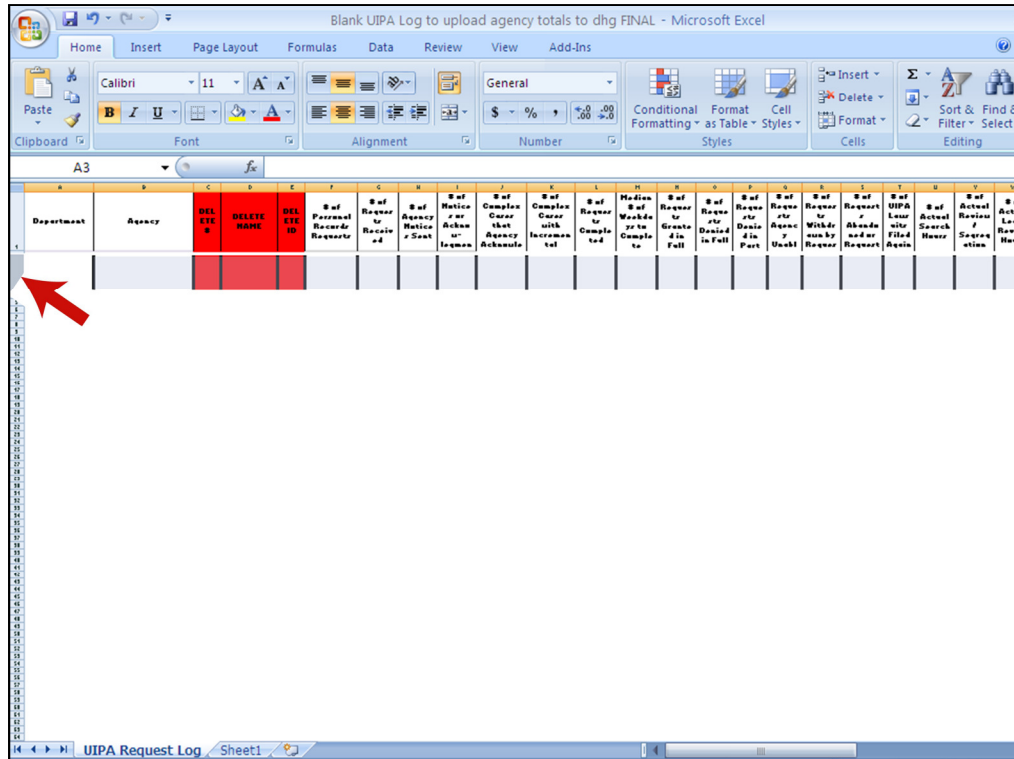
HomeInsertPage LayoutFormulasDataReviewViewAdd-Ins

NormalPage LayoutWorkbook Views

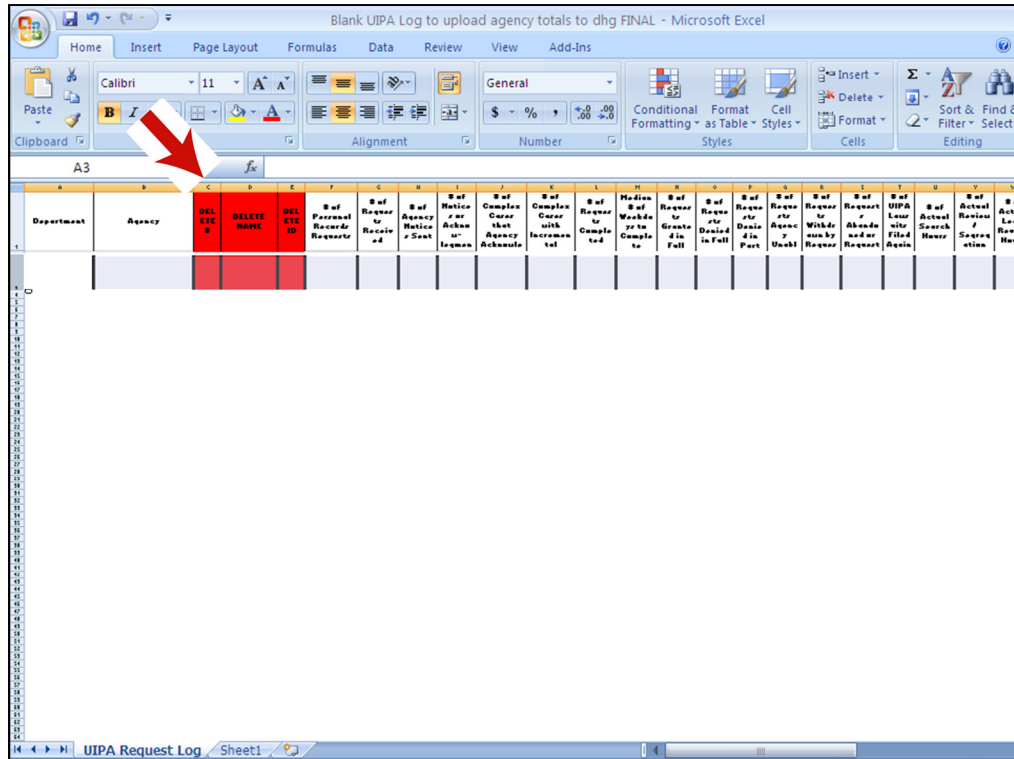
Page Break PreviewCustom ViewsFull Screen

- b. Next, go into your agency's **UIPA Record Request Log** and **copy only the yellow highlighted row of "Totals"** by placing your cursor over the far left row number and right clicking on "copy" so that the entire row is highlighted in a box of blinking dotted lines.

DO NOT COPY the orange row of "Averages," the blue row of descriptions, or any of the white rows.



c. Close the Log and reopen the blank log. **In the blank Log, place your cursor over the far left column in the blank row and right click on “Paste Special” and select “Values and number formats” and hit “OK.”** Your totals from the Log should appear on the blank Log.



d. **Delete the three red highlighted columns (C, D, E)** by placing your cursor over the column's letter and right clicking on "delete." To delete a series of columns at one time, **left click on the first column letter** to be deleted so that an arrow pointing down appears over the letter, **and drag your mouse** while holding down the left clicker to move the arrow over the letters of all red columns to be deleted; finally, let go of the left clicker and **right click on "Delete."**

The screenshot shows a Microsoft Excel spreadsheet titled "SCREENSHOTS Blank UIPA Log to upload agency totals to dhg effective 1.1.14 - Microsoft Excel". The spreadsheet has a header row (row 1) with the following columns: AT, AU, AV, AW, AX, AY, AZ, BA, BB, and BC. The headers for these columns are: "# of Search Hours Incurred for ALL Requests", "# of Search Hours Incurred for COMPLEX Requests", "# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests", "# of Search Hours Incurred for PERSONAL RECORD Requests", "# of Review & Segregation Hours Incurred for ALL Requests", "# of Review & Segregation Hours Incurred for COMPLEX Requests", "# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests", "# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests", "TOTAL ROUTINE REQUESTS", and an empty column BC. A red arrow points to the "TOTAL ROUTINE REQUESTS" column (column BB).

	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC
1	# of Search Hours Incurred for ALL Requests	# of Search Hours Incurred for COMPLEX Requests	# of Search Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Search Hours Incurred for PERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for ALL Requests	# of Review & Segregation Hours Incurred for COMPLEX Requests	# of Review & Segregation Hours Incurred for NONCOMPLEX, NONPERSONAL RECORD Requests	# of Review & Segregation Hours Incurred for PERSONAL RECORD Requests	TOTAL ROUTINE REQUESTS	
2										
3										
4										
5										
6										
7										
8										

e. **Manually input the total number of routine requests** that your agency received during the reporting period in the **last** column on the right.

f. **Temporarily save the copy as your agency's "Redacted UIPA Record Request Log Totals."**

**Step 2: If Necessary, Obtain
Supervisory Approval to Upload
Redacted Data Set onto DHG**

- In the case of the UIPA Record Request Log, if you have followed the instructions above, there will be no confidential information on the redacted copy that you saved for uploading, so supervisory approval is not necessary.

**Step 2: If Necessary, Obtain Supervisory Approval to
Upload Redacted Data Set onto data.hawaii.gov**

After redacting confidential information, you need to obtain supervisory approval to post the redacted data set onto data.hawaii.gov. Each department should establish its own procedures for obtaining supervisory approval.

In the case of the UIPA Record Request Log, if you have followed the instructions above, there will be no confidential information on the redacted copy that you saved for uploading, so supervisory approval is not necessary.

**NOW, YOU'RE READY TO UPLOAD
the Log to data.hawaii.gov.
Here's what you need to know.**

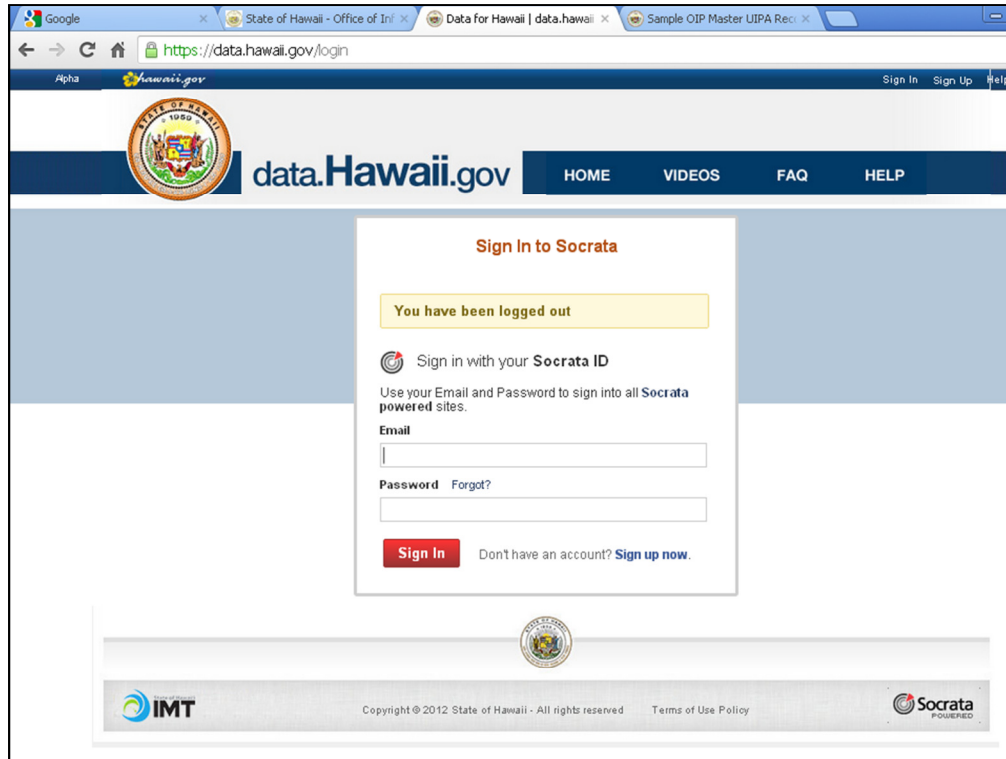
■ **Step 3: Log on to data.hawaii.gov.**

Enter your email address and password
to "Sign in."

**NOW, YOU'RE READY TO UPLOAD the Log to
data.hawaii.gov. Here's what you need to know.**

Step 3: Log on to data.hawaii.gov

Enter your email address and password to "Sign in."



Here's what the sign in page looks like on data.hawaii.gov.

Step 4: Search for the Correct UIPA Master Log to Open

- After you sign in, click on “Home” in the upper right.
- In the “Search Data Hawaii” box at the top of the next screen, type in “UIPA Log” and click on the Master Log to which you will add your agency’s Log.
- (1) **“Sample OIP Master UIPA Records Request Log for All Agencies”** – this is a Master Log for you **to practice uploading** your agency’s data.

Step 4: Search for the Correct UIPA Master Log to Open

After you sign in, click on “Home” in the upper right. In the “Search Data Hawaii” box at the top of the next screen, type in “UIPA Log” and click on the appropriate Master Log to which you will add your agency’s Log. For example, you will see the following logs:

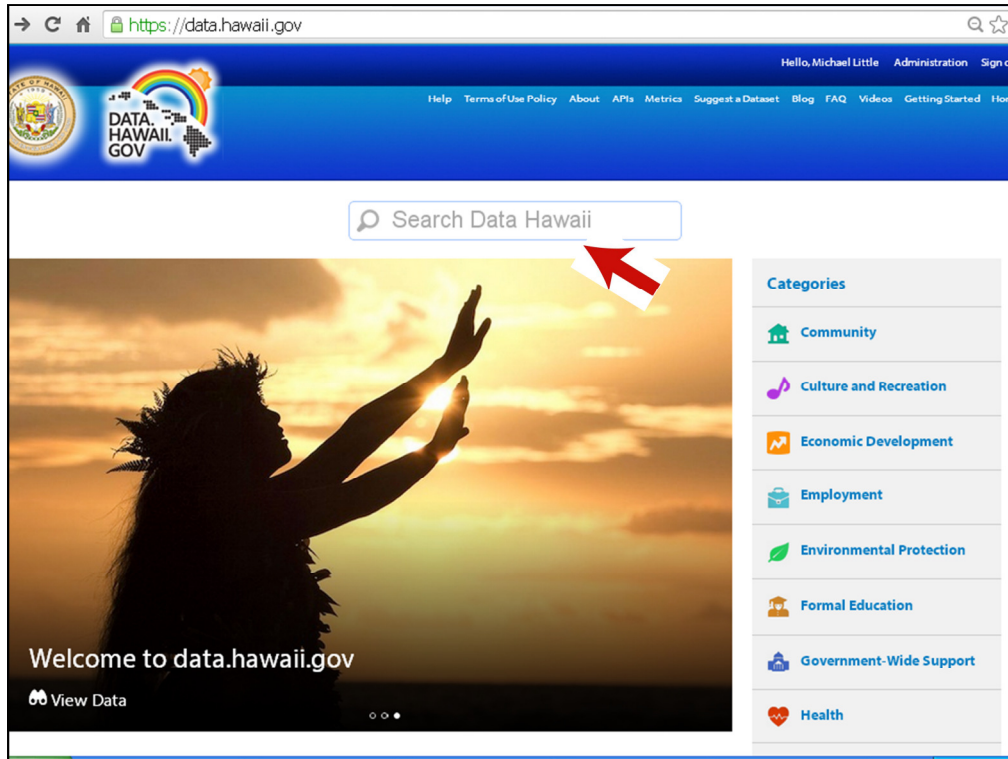
(1) **“Sample OIP Master UIPA Records Request Log for All Agencies”** – this is a Master Log for you **to practice uploading** your agency’s data.

(2) **“OIP Master UIPA Records Request Semiannual Log for FY 2014”** – for requests received between July 1, 2013 and December 31, 2013; **departments must upload all of their agencies’ totals to this Master Log by January 31, 2014;** and

(3) **“OIP Master UIPA Records Request Year-End Log for FY 2014”** – for requests received between July 1, 2013 and June 30, 2014; **departments must upload all of their agencies’ totals to this Master Log by August 31, 2014.**

As the fiscal years change, OIP will update the Master Logs in data.hawaii.gov.

For this training, please select the Sample Master Log to get familiar with the uploading process.



This screen shot shows the search box to type in the key words for the UIPA Log.

The screenshot shows a web browser window with the URL <https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/kzni-w8yg>. The page features the data.Hawaii.gov logo and navigation links (HOME, VIDEOS, FAQ, HELP). Below the header, the dataset title 'Sample OIP Master UIPA Records Request Log For All Agencies' is displayed. A table with two columns, 'Department' and 'Agency', contains two rows of data. A red arrow points to the 'Department' column header.

	Department	Agency	# of Personal Re
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0	
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC	

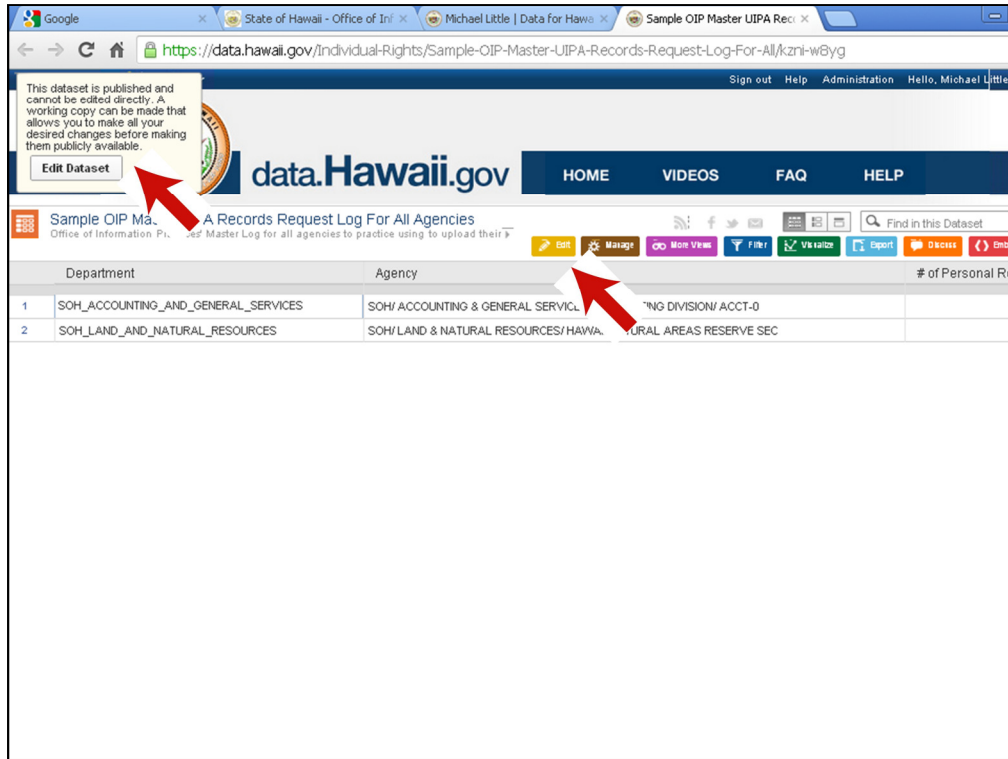
By selecting the “Sample OIP Master UIPA Records Request Log for all Agencies,” this is the screen that will open up.

Step 5: Create a Working Copy and Run the Append Wizard

- Click on and open up the Master Log. Click the “**Edit**” button, which is the first mustard colored button on the top row. When you do that, a box on the right side of the screen will open up – hit the “**Edit Dataset**” button, which will create a “Working Copy.” Hit the “**Edit**” button again.

What we want to do in Step 5 is create a working copy and run the append wizard.

So click on and open up the Sample Log.



This is the screen that will appear. Click the “**Edit**” button, which is the first mustard colored button on the top row.

The screenshot shows a web browser window with the URL <https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/1s9fh-947t>. The page header includes the data.hawaii.gov logo and navigation links: HOME, VIDEOS, FAQ, and HELP. The main content area displays a dataset titled "[Working Copy] Sample OIP Master UIPA Records Request Log For All Agencies". Below the title, there is a "Publish Dataset" button and a link to "View the published Sample OIP Master UIPA Records Request Log For All Agencies". A table with two columns, "Department" and "Agency", is shown. The table contains two rows of data. A red arrow points to the "Edit" button in the top right corner of the dataset view.

	Department	Agency	# of Persons
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0	
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC	

When you do that, a box on the right side of the screen will open up – hit the **“Edit Dataset”** button, which will create a **“Working Copy”** as you can see in the top left of the screen. Hit the **“Edit”** button again.

Google State of Hawaii - Office of Information Practices Michael Little | Data for Hawaii Sample OIP Master UIPA Records Request Log For All Agencies

https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/1s9fh-947t

Alpha data.Hawaii.gov HOME VIDEOS FAQ HELP

[Working Copy] Sample OIP Master UIPA Records Request Log For All Agencies

Publish Dataset

View the published Sample OIP Master UIPA Records Request Log For All Agencies

Office of Information Practices' Master Log for all agencies to practice using to upload their

	Department	Agency
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC

Edit Append and Replace Add Column

Add a new column to your dataset.

Basic Information

Name Enter a name

Description Enter a description

Column Type

Data Type Select a data type

Required Field

Create Cancel

A new box will appear on the right side.
Hit the button to “Append and Replace.”

The screenshot shows a web browser window with the URL <https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/1s9fh-947t>. The page header includes the data.Hawaii.gov logo and navigation links: HOME, VIDEOS, FAQ, and HELP. The main content area displays a dataset titled "[Working Copy] Sample OIP Master UIPA Records Request Log For All Agencies". Below the title, there is a "Publish Dataset" button and a description: "View the published Sample OIP Master UIPA Records Request Log For All Agencies. Office of Information Practices' Master Log for all agencies to practice using to upload their". A table with two columns, "Department" and "Agency", contains two rows of data. To the right of the table, there is a sidebar with buttons: "Edit", "Manage", "Filter", and "Export". Below these buttons, there is a section titled "Append and Replace" with a description: "Upload a new data file whose content added to or replace your current data". A red arrow points to a button labeled "Launch the Append and Replace wizard".

	Department	Agency
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC

Then hit the box that appears and states “**Launch the Append and Replace Wizard.**”



Two choices will appear: “Append” or “Replace.” Since we are not replacing any data sets during this training, hit the “**Append**” button.

Note that if you wanted to delete the existing data sets and replace it with the data set that you will be uploading, then you would hit the “Replace” button. While you can “Replace” in the practice Log, **be careful to not replace other units’ data with yours when uploading to the actual Master Logs.**



The “Append and Replace Data” screen will open up.

Click on “Upload a File” on the right side of the screen.

Step 6: Import the Redacted Data Set

- When the “Append and Replace data” screen opens, click on the box to “**Upload a file**” and **choose the redacted file** that you had temporarily saved earlier as the “Redacted UIPA Record Request Log to Upload Agency Totals,” then click on “**Open.**”

Step 6: Import the Redacted Data Set

After the “Append and Replace data” screen opens and you have clicked on the box to “**Upload a file,**” **choose the redacted file** that you had temporarily saved earlier as the “Redacted UIPA Record Request Log to Upload Agency Totals,” then click on “**Open.**”

Append and Replace data

How does the data in "Redacted test DAGs UIPA Log to upload agency totals to dhg FINAL.xlsx" relate to your dataset?

Columns to import

Source Column	Destination Column	Destination Data Type
Department	Department	Plain Text
Agency	Agency	Plain Text
# of Personal Records Requests	# of Personal Records Requests	Plain Text
# of Requests Received	# of Requests Received	Plain Text
# of Agency Notices Sent	# of Agency Notices Sent	Plain Text
# of Notices or Acknowledgments ...	# of Notices or Acknowledgments Sent within 10 Work Days	Plain Text
# of Complex Cases that Agency Ac...	# of Complex Cases that Agency Acknowledged	Plain Text
# of Complex Cases with Increment...	# of Complex Cases with Incremental Responses	Plain Text
# of Requests Completed	# of Requests Completed	Plain Text
Median # of Weekdays to Complete	Median # of Weekdays to Complete	Plain Text
# of Requests Granted in Full	# of Requests Granted in Full	Plain Text
# of Requests Denied in Full	# of Requests Denied in Full	Plain Text

This page will open up. The “Source Column” names that will first appear in the section entitled “Columns to import” should match with the “Destination Column” names. If not, then you could have made a mistake in deleting columns in Step 1 to create the redacted file that you are uploading.

by requester

Column	Data Type
TOTAL \$ Net Fees & Costs CHARGEABLE	Plain Text
TOTAL \$ Gross Fees & Costs Agency INCURRED	Plain Text
TOTAL \$ Gross Fees & Costs INCURRED BUT NOT CHARGED	Plain Text
TOTAL ROUTINE REQUESTS	Plain Text

Headers
Headers should be ignored and not imported as data. Please indicate how many rows of your source file are headers:

Department	Agency	# of Rows to be Ignored	# of Rows to be Imported	# of Rows to be Ignored	# of Rows to be Imported	# of Rows to be Ignored	# of Rows to be Imported	# of Rows to be Ignored	# of Rows to be Imported	# of Rows to be Ignored	# of Rows to be Imported
SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0	1	3	3	3	1	1	3	40		

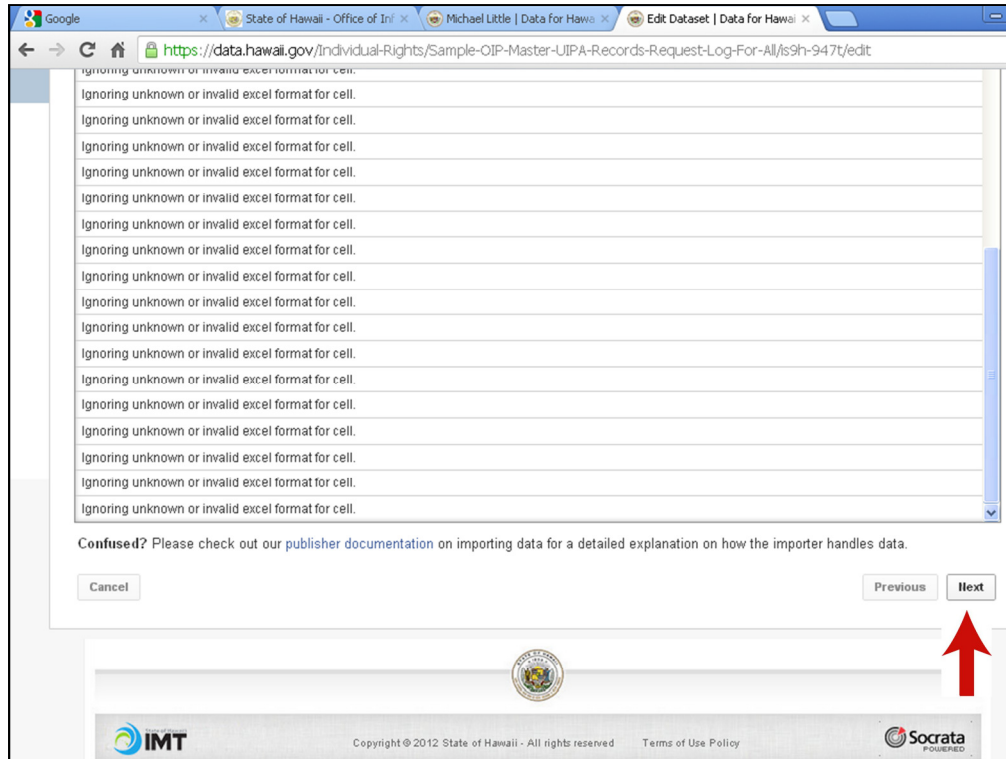
One of your rows is a header.

Less Rows More Rows

Cancel Previous Next

Scroll past the section on “Columns to Import” and go to the “Headers” section, as shown here. A gray row in the “Headers” section means that the row is considered to be a header, rather than data, and will not be imported. As in this screen shot, **the column headers should be grayed out, while your data (dept/agency names and numbers) should not be. If so, you can leave this section alone.** If, by some quirk, your data is grayed out, click on the “less rows” button to not have it grayed, so that it will be imported as data to data.hawaii.gov. Or if the headers have not been grayed out, then click the “more rows” buttons to make them gray and not be imported as data.

Please make sure that your department and agency’s name is listed in the first two columns. This will be the only way that the data can be identified as belonging to your agency, and these fields are needed to sort and filter data.



Do not worry about any warnings or error messages that show up.

If all goes well, there should be nothing for you to do, except to click on “Next” at the bottom of the screen to begin importing the data.

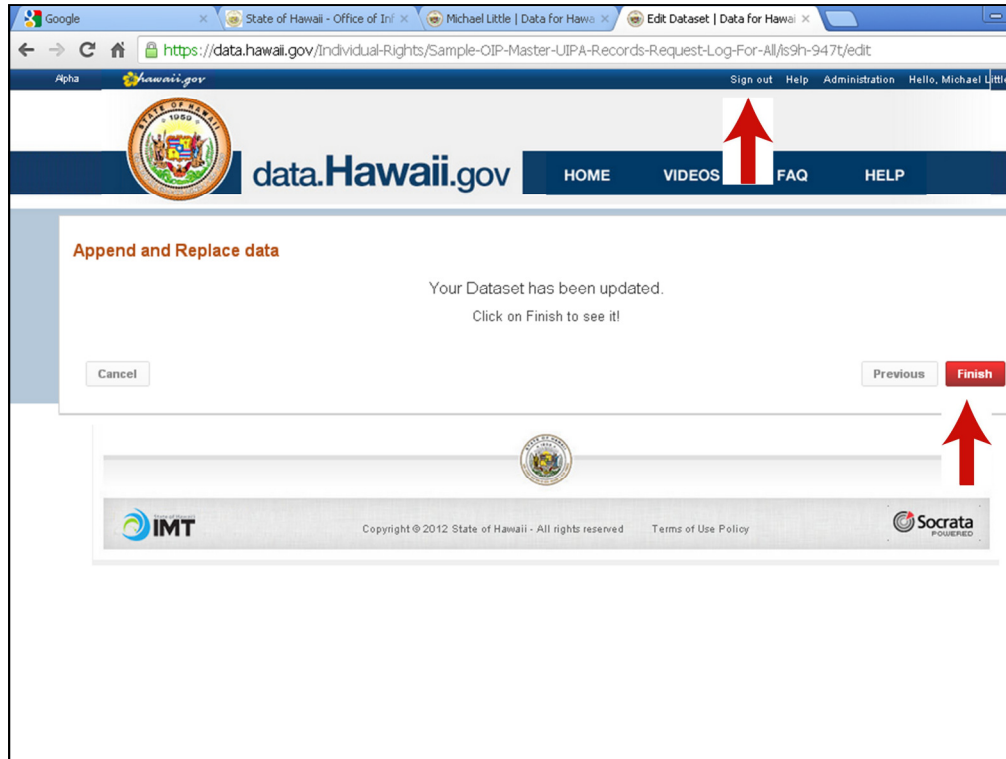
Step 7: “Publish” the data set and Sign Out

- The person with the “Publisher” ID is authorized to publish the dataset to data.hawaii.gov.
- Don’t forget to sign out.

Step 7: “Publish” the data set and Sign Out

The person with “Publisher” privileges from OIMT can make the dataset public on data.hawaii.gov.

Don’t forget to sign out.



To see what you have published, click on “Finish.”

Need Help?

■ Call OIP [586-1400](tel:586-1400)



■ E-mail: oip@hawaii.gov

■ OIP website:
www.hawaii.gov/oip



If you need to refresh your memory, today's training will be posted to OIP's website at **hawaii.gov/oip**. In addition to OIP's website, you can get help from OIP's staff attorneys about the UIPA Records Request Log or the Records Report System by calling (808) **586-1400** or emailing oip@hawaii.gov.

OIP welcomes your comments on this training and we hope that we have answered all of your questions about how to fill out the UIPA Record Request Log. Thank you for your ongoing efforts to transform our government into one that is open, accessible, and helpful to everyone.